

SOLICITATION
Senior Development Outreach and
Communications (DOC) Officer
USAID Addis Ababa, Ethiopia

1. **SOLICITATION NUMBER:** 663-S-14-002
2. **ISSUANCE DATE:** October 2, 2014
3. **CLOSING DATE** November 1, 2014
4. **POSITION TITLE:** Senior Development Outreach and Communications (DOC) Officer
5. **MARKET VALUE** GS-14 (\$85,544 - \$111,203 per annum). The final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**
6. **PERIOD OF PERFORMANCE:** The PSC contract will be for two years, with the possible option for an additional one year extension. PSC contracts generally cannot exceed a five year period of performance.
7. **PLACE OF PERFORMANCE:** Addis Ababa, Ethiopia
8. **DIRECT SUPERVISOR:** Deputy Mission Director
9. **SECURITY ACCESS:** The final selected candidate must obtain an Employment Authorization (Facilities Access Clearance) for employment and a medical clearance within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.
10. **AREA OF CONSIDERATION:** U.S. Citizens and U.S. Permanent Residents (Green card).
11. **JOB DESCRIPTION:**

A. INTRODUCTION

The Senior Development Outreach and Communications (S/DOC) Officer reports directly to the Deputy Mission Director, USAID/Ethiopia. He/she serves as the Mission's principal liaison with all mission teams, implementing partners, and the Embassy Public Affairs Section, on the development and implementation of the Mission's overall communications strategy, including the formulation of mission-wide messages. The S/DOC Officer collaborates closely with, and follows media policy set by the U.S. Embassy Public Affairs Officer and Press and Information Officer on all media outreach, interagency events, and VIP visits.

The S/DOC Officer also serves as the primary liaison with USAID's Bureau for Legislative and Public Affairs (LPA), and with the communications teams based in the agency's Africa Bureau (AFR) and pillar bureaus, notably Bureau for Food Security (BFS), Education, Environment, and Economic Growth (E3), Global Health (GH), Democracy, Conflict and Humanitarian Assistance (DCHA) and other independent offices at headquarters in Washington, D.C. The S/DOC Officer interacts with senior managers throughout the Embassy, with local and international press contacts, and with senior Government of Ethiopia and visiting U.S. Government (USG) officials. The incumbent is a member of the Mission's senior management team.

At this time, the S/DOC supervises one PSC Communications Specialist. The DOC team advises and works closely with implementing partners on production of videos, stories and other publicity materials and on the planning and logistics for outreach and local media events which are numerous due to limited mass media and internet access around the country.

The S/DOC also collaborates closely with technical offices and implementing partners, providing oversight, advice and guidance in developing and implementing the Mission's Development Outreach and Communications Strategy.

S/he maintains regular contact with and collaborates with U.S. Embassy Public Affairs and Press Officers (PAOs) to ensure that senior Embassy personnel are properly apprised of USAID-managed public activities and projects and that policies and procedures regarding outreach communications are adhered to and that USG interests are protected.

B. BACKGROUND:

Ethiopia is the second largest country in Africa and is ranked as one of the world's poorest countries, creating immense development challenges. Its rapidly growing population is mostly engaged in subsistence farming and nearly 10 percent of Ethiopians are chronically food insecure. Overcoming an approximate 33 percent extreme poverty rate is difficult. This situation is exacerbated by Ethiopia being located in a troubled region, including shared borders with Sudan, South Sudan, Eritrea, Kenya and Somalia. The Government of Ethiopia's (GOE) commitment to development has begun to change this picture. The country's leadership is committed to making farmers more productive, to improving the quality of its education and health services, and to developing infrastructure (power, water, roads and transport) vital to economic and social development. Telecommunications infrastructure and systems constrain communications capabilities by lack of capacity and government control. Ethiopia is a strategic foreign policy priority country in the Horn of Africa.

The USAID development and humanitarian assistance portfolio in Ethiopia is one of the United States Government's (USG) largest and most complex in Africa. The Mission manages six Presidential Initiatives—Feed the Future (FtF), Global Health (GH), Global Climate Change (GCC), Power Africa, the President's Emergency Plan For AIDS Relief (PEPFAR), and the Presidential Malaria Initiative (PMI). The mission also has a very large and robust food aid, safety net, and disaster mitigation program under Food for Peace programming, a large Basic Education program and a Governance and Conflict Resolution team. USAID's Office of Disaster Assistance maintains a permanent team at the mission. In FY2013, the mission budget was \$574 million, including \$259 million in emergency food aid and other humanitarian assistance. Finally, USAID Ethiopia also supports east African resilience building assistance and, increasingly, other regional initiatives. Addis Ababa is the seat of the African Union and the UN Economic Commission for Africa. Most international donors and multi-lateral financing institutions

operate in Ethiopia. The Mission has just under 200 staff (of which 2/3 are Foreign Service Nationals), 130 projects or activities implemented by over 100 partners, contractors and grantees.

The Ethiopia Mission is an exceedingly high-profile environment, as evidenced by the fact that the embassy and USAID together received approximately 3,000 USG visitors in the last year and USAID was actively involved in managing over 50 high-level visits over the last two years, including multiple visits by the Secretary of State, the U.S. Trade Representative, and the USAID Administrator, as well as visits by the Deputy Administrator, Assistant Administrators, a plethora of Congressional delegations, and other VIP or senior US Government visitors to various annual or special African Union events.

The S/DOC Officer supports USAID Ethiopia in the achievement of its objectives by overseeing the quality development and implementation of multi-channel, multi-format, and consistent public information communications and outreach to Ethiopian and American audiences, including a large and engaged Diaspora based in the US. The S/DOC Officer also, as appropriate and relevant, adapts agency-wide communications priorities and messaging to Mission-specific audiences and stakeholders, and contributes Mission-generated information, data, stories, photos, and video to USAID headquarters' public information and publicity efforts. The ultimate goal of the DOC function is to promote a better understanding of, and sustained support for, USAID's foreign assistance among all stakeholders in Ethiopia and the U.S.

12. DUTIES AND RESPONSIBILITIES:

C. MAJOR DUTIES & RESPONSIBILITIES OF THE POSITION:

Management and Coordination

Work closely with USAID Mission teams, partners and the U.S. Embassy Public Affairs Section, to provide oversight, advice, and guidance to achieve maximum exposure and understanding of U.S. development and humanitarian assistance efforts and special initiatives in Ethiopia, as defined by the Chief of Mission and USAID Mission Director, and to set priorities for USAID media and public outreach accordingly.

Develop and orchestrate implementation of the Mission's communications and outreach strategy to increase understanding of, and support for, USAID programs among external target audiences. The Mission Communications Strategy should take into account the cost/benefits of particular inputs to outputs in order to optimize communications tools and distribution to the broadest numbers of priority audiences possible.

Manage any communications-related contracts for services to implement the strategy, such as events management, photography, video production, advertising, translation, and so forth. When warranted, develop and execute blanket purchase agreements for these services. Incumbent will manage DOC annual budget and performance monitoring.

Supervise, develop work plans, and mentor the PSC Communication Specialist (s), DOC TDY support and interns.

The S/DOC Officer drafts or reviews and substantively edits proposed speeches and public statements for Mission officials, or the Ambassador when engaged in USAID events; content for briefing material, videos on project activities, the website and social media, brochures, booklets, handouts, signs, and

other public relations materials to evaluate quality and appropriateness of messaging and presentation for target audiences as well consistency with USAID communications priorities, key messages, and branding.

Provide guidance and advise implementing partners (who receive USAID funding) on Mission and Agency-wide communications and outreach priorities, messages, online and other vehicles for dissemination, communications and media policies. Convene implementing partner (including contractors, grantees, and business) meetings with participation of the Mission Director and Chief of Mission to convey and update on USG foreign assistance goals in country and priorities for outreach. Brief implementing partner meetings convened by technical offices on communications and outreach priorities, policies, and best practices.

Oversee and ensure consistency of branding and marking per guidelines and advise USAID staff and contractors and grantees on developing branding and marking plans; coordinate with the Mission Contracting office on partner requirements and adherence.

Media and Public Relations

Advise the Senior Mission Management and other USAID staff on press and media relations in collaboration with the Embassy Public Affairs Section. Ensure a targeted, coherent, and consistent message from all USAID staff and partners.

Promote separate, pro-active, targeted media or outreach activities. These activities are specifically designed to push accurate information about USAID programs deep into local, regional and national markets, through the selective use of radio, television, newspapers, magazines, public service announcements, advertisements, billboards; and traditional communications.

Monitor local and international press coverage, awareness and attitudes of USAID programs and monitor effectiveness of messages.

In collaboration with and under the guidance of the PAO and Information Officer, serve as the principal USAID contact for representatives of the local and international media in Ethiopia to promote story ideas and feature stories on USAID programs. Maintain contacts with Western and local journalists from all media outlets.

Advise and work with Embassy PAS to expand opportunities to keep media abreast of USAID Ethiopia programs, including TV, radio and other media. This may include arranging interviews, briefings, and site visits to USAID projects. As appropriate, organize media tours and facilitate contacts among members of the media with USAID officials and implementers to encourage in-depth coverage of USAID programs in the local and/or international media.

As directed by the Mission Director, and in collaboration with technical teams, the embassy PAO or Information Officer, respond to inaccurate or harmful media coverage, as well as inquiries from the general public and media about USAID programs, policies or practices.

Event Planning and Management

Serve as, or collaborate closely with, the primary Mission point of contact for USAID-related site visits by USG officials or other VIP visitors. Plan and coordinate VIP site visits or conference participation and

media availability as necessary. Due to the high volume of official visitors to Embassy Addis, also serve as site officer or media officer or occasionally control officer for official interagency (non-USAID) visits as requested by the Embassy or PAS.

Coordinate with embassy-wide teams on inter-agency VIP visits and conferences. Lead the preparation of schedules, briefing materials, scene setters, briefings with partners, constituents, and other donors as warranted. Plan or support planning of all logistics related to visits and accompany visitors as required to photograph and/or prepare or publish social media and website posts on the activity.

Coordinate or support field travel and public outreach activities for USAID events for the Mission Director, as well as those that may engage the U.S. Ambassador, and/or other senior interagency officials. Advise on schedules and briefings in collaboration with USAID technical managers, staff, and implementers, and arrange for photo/video, media and social media coverage as appropriate.

Oversee the quality of plans and materials (print, video, or online) for press events for USAID projects in conjunction with Embassy Public Affairs Section, Mission Director or Deputy, technical teams and implementing partners. Events typically are inaugurations of new projects or initiatives, ribbon-cutting, and completion of major projects, often involving multi-donor and Government partners. Additionally USAID/W co-convenes or sends representatives to regional conferences and organizes side events in connection with such regional conferences requiring the support of the Mission DOC team.

Write or review media advisories and press releases for release by PAS or co-sponsoring partners, organize background briefings or press avails by principals for media, press packets, advise organizing partners on dealing with protocol issues, site selection, staging and logistical issues, and program schedule.

Draft or review all public statements prepared for the Mission Director, Ambassador or any USAID representative, to ensure quality, accuracy, consistency and appropriateness of messaging. Review and edit press releases, speeches, and talking points drafted by implementing partners or mission staff for USAID events, rewriting as necessary; review and edit mission-wide presentations; review and edit internal BCLs and scene setters for VIP visits. Write or review briefing materials and memorandums for the ambassador and his/her deputies when participation in USAID events is warranted or desired.

Plan and oversee maintenance of a mission-wide calendar of USAID public events, VIP visits, major field trips in close coordination with the Mission Director and Deputy, management staff, and their implementing partners, as well as the Embassy Public Affairs Section, to ensure scheduling reflects Mission outreach priorities, affords adequate preparation time, and optimizes media outreach, and most effectively uses limited communications and outreach staff and resources.

Public Information, Briefs, Publicity Materials, and Stories

Work with the Mission Director, Deputy, technical and program office directors and teams to identify, draft or re-write as necessary and regularly contribute information, news or stories about USAID Ethiopia programs, results and impact on participants to various USAID/W online newsletters, blogs, websites, and outreach activities or campaigns managed by LPA, BFS, E3, GH, DCHA, AFR, among others.

Provide the Embassy with information on programs, and see to a timely response to all general information requests.

Work with staff to develop or adapt briefing materials for a variety of uses and target audiences in Ethiopia or in the U.S; prepare VIP briefing and press packets for use during site visits or media events, and select information to be included. The S/DOC must take into account the need to identify and focus on key sectors that have a natural appeal to either local and/ or U.S. interests as well as USG policies; the importance of ensuring that publicity material used will be non-controversial; and that the material is visually appealing, well-defined, and contains a human interest element.

Develop or review and disseminate all outreach materials to promote USAID programs, including fact sheets, website and social media content, photo essays, video and any special campaigns for online, broadcast, and print media.

Travel to the field to identify and capture success stories, photos, and videos when feasible, for publication and dissemination through the USAID Impact Blog, Transforming Lives, or Frontlines Magazine, Flickr photo essays, You Tube video playlist, and the Ethiopia section of the USAID.gov website.

Ensure collaboration with the Program office on the preparation and updating of country and country region-specific profiles (Ethiopia is divided into 9 geographic and federal regions and 2 city administrations); oversee updating of public project profiles, list of implementing partners, and information on where USAID is working and with whom in particular regions to be available for site visits and reporting or filming projects, as needed.

Establish a system for USAID Ethiopia teams to draft, update, or review briefs, project profiles, and website content and any other published information on programs on a regular basis.

Online Media Tools and Outreach

Plan and oversee the quality and timely updating of the Ethiopia section of the USAID website and the Mission's social media accounts on Twitter, Flickr, and You Tube, as well as contributions to the Embassy Addis Facebook page. Regularly assess the appropriateness of new media tools in the local context. Ensure social media outreach is integrated into the Mission's communications strategy, as appropriate.

Oversee the maintenance of the external website to ensure that content has optimal impact for providing information about USAID Ethiopia and its programs for a wide range of U.S., international, and local audiences. Supervise the DOC team in the selection of information displayed on the website, clear website content, and oversee content placement, ensuring links to all other relevant usaid.gov sections and pages. Ensure any independently maintained USAID project websites comply with LPA requirements and guidance.

Other

Perform any other duties as assigned or required.

D. REQUIRED QUALIFICATIONS AND EVALUATION CRITERIA:

QUALIFICATIONS:

This position requires a combination of leadership, expertise, analytical, technical, and managerial skills. The incumbent must have excellent writing skills and be able to work under severe time pressures. The incumbent must be familiar with and be able to work well in an overseas environment and with a wide range of governmental, non-governmental and corporate counterparts, and have experience with local, regional and international press.

The successful candidate must be capable of crafting a strategic communications plan and information messages in various media formats (e.g. press releases, website content, stories, tweets, blogs, presentations, etc.) targeting a variety of audiences. The successful candidate will demonstrate experience in a time-sensitive environment, and demonstrate knowledge and expertise regarding planning, strategy, and adherence to policies and procedures regarding all development outreach communications activities. Knowledge of how the press operates to facilitate troubleshooting and ability to advise the Mission on the best press outlets to use for given purposes is essential. Knowledge of USAID's work, business practices and protocols is highly desired, as is a general understanding of U.S. and international development assistance and familiarity with the region.

MINIMUM REQUIREMENTS:

Education: A Bachelor's degree and at least ten years' experience as a communications and outreach specialist or strategic communications professional in international development or international affairs. A Master's degree is preferred with coursework in relevant fields. Relevant fields include – but are not limited to – journalism, communications, public relations or affairs, international relations, international development, public administration, development/area studies, and social studies.

Work Experience: The candidate must have at least five years' relevant experience working (preferably in residence) in a developing country(ies). Relevant experience is defined as work in journalism, public relations or marketing, public affairs, communications, and/or outreach. At least ten years' experience in public affairs, or international relations or development, or journalism is required. Proven coordination and organizational skills within multi-cultural work environments are required. Strong communication and interpersonal skills are required.

Language Proficiency: The candidate must be fluent in both spoken and written English and be able to serve as both editor and speechwriter when called upon producing high quality narrative. Native level fluency in English (reading, writing, and speaking) is required. Effective written and oral communications are absolutely critical to perform successfully in this position.

Writing and Editing Skills: Applicants must provide at least two writing samples with their application. These samples should be no less than 350 and no longer than 1,500 words (preferably 750 to 1,000 words), and should demonstrate the applicant's ability to clearly communicate complex ideas to the public. Samples must be by the applicant; co-written articles are not accepted.

Skills and Abilities: The candidate must have a demonstrated capacity in the following skills and abilities:

- Demonstrated ability to exercise sound, independent, professional judgment. Excellent organizational and critical thinking skills.
- Excellent written and verbal communication skills with a demonstrated ability to translate highly technical material into easy to understand narrative.

- Good interpersonal skills with the ability to influence relationships positively.
- Superior project management skills and the ability to take initiative working with the direction of management; must be able to take ownership of projects, creatively problem solve and see through to completion.
- Strong and demonstrated knowledge of the principles and practices of strategic communications, public/media relations, journalistic writing and reporting techniques.
- Knowledge of technical aspects involved in the production process of different public outreach products and activities, such as editing, graphic design, printing, photography, video, broadcasting, advertising, and publishing.
- Familiarity with using a digital camera, tablet and smartphone, and ability to plan and oversee photography, print, video production processes are required
- USG Facility Access security clearance (or the ability to attain one) is required.

Computer and Internet Proficiency: Computer skills in Microsoft Office, especially Word and PowerPoint, layout, photo editing, and other relevant software are required. Internet and social media skills in targeting specific audiences are required (e.g Twitter, Facebook, You Tube, Flickr, or equivalents). Familiarity with databases, website content management systems (e.g Drupal), blog or online newsletter software, a plus.

E. SELECTION CRITERIA AND PROCESS

Applicants who do not meet the required minimum qualifications will be considered unqualified for the position and will not be assessed using the additional selection criteria below.

All other applicants will be scored, and then ranked based on the following selection criteria. The application package (including the required summary statement) must provide evidence and examples of:

Work Experience/Technical Knowledge (50 points)

- At least ten years of progressively responsible experience as a communications and outreach specialist or strategic communications professional in international development or international affairs. At least five years' experience working overseas.
- Demonstrated success in developing multi-format strategies to disseminate information to a variety of target audiences.
- Demonstrated success in designing and implementing effective public relations or communications programs to target specific audiences as well as the general public.
- Demonstrated ability to plan and execute media outreach and to plan and manage events including staging and logistics, publicity, programming, and so forth.

- Demonstrated ability to craft information messages in various media formats (press releases, web sites, stories, etc.) targeting a variety of audiences.
- Evidence of broad understanding of issues related to international development.
- Extensive writing and editing experience.
- Demonstrated ability to establish and maintain collegial relations with media contacts and exercise sound judgment in representing the USG while discussing program activities with the press and media.
- Experience supervising staff and work flows, working as a team member, and providing leadership in the areas of his/her competencies.
- Broad operational planning experience, analytical ability, and the capacity to convert planning concepts into firm plans to meet a variety of contingencies.
- Previous work experience with the USG is highly desirable.

Writing Skills – (20 points)

Applicants must provide at least two writing samples with their application. The samples should be 350 to 1,500 words (preferably 750-1,000 words). They can be excerpts from larger articles or papers, and do not have to concern development or be written specifically for this solicitation. The samples should demonstrate the applicant's ability to clearly and lucidly communicate complex ideas to the public. The samples must be by the applicant, co-written articles are not accepted. Final applicant(s) may be asked to take a written test.

Education and Training (15 points)

- A Master's degree, preferably in journalism, communications, international relations, international development, public administration, development/area studies, social studies or a related field. An undergraduate degree in similar disciplines with additional work experience.
- Training in two or more of the following areas: international development, communications, writing and editing, journalism or media relations, marketing and events management, web site content management, presentation or graphic design skills, print or online publishing, photography or video, or other areas that are relevant to the detailed duties and responsibilities outlined in the solicitation.
- Proficient computer skills in Microsoft Office, notably Word and PowerPoint, layout, photo editing, and other relevant software. Internet and social media skills in targeting specific audiences (e.g Twitter, Facebook, You Tube, Flickr, and others). Familiarity with databases, website content management systems (e.g Drupal), blog software, a plus.

Communication Skills / Group Dynamics (15 points)

- Effective team leadership skills and the ability to work effectively as a member of a multi-disciplinary, multi-cultural team.

- Ability to make cogent arguments clearly and succinctly in written and oral presentations.
- Initiative and proactive engagement with colleagues to complete assigned tasks in accordance with agreed timetables.
- Ability to work independently, managing several activities at once, and to work under pressure to meet very short deadlines.
- Evidence of outstanding coordination and organizational skills.

Total Possible Points: 100

The highest-ranked applicants will be interviewed by telephone.

Professional Reference Checks

Applicants must provide at least three references with current contact information, preferably both an e-mail address and a telephone number. (The Selection Committee will conduct reference checks of the highest ranked applicants). References will be asked to complete a questionnaire that assesses the applicant's technical knowledge, work performance, communication skills, and group dynamics, using the above specific criteria. The references will be asked to provide a general assessment of the applicant's suitability for the position. It is the responsibility of the applicant to ensure submitted references are available to provide a written or verbal reference in a timely manner.

F. TERMS OF PERFORMANCE, COMPENSATION AND LIVING CONDITIONS:

The term of the contract will be for two years from January 2015 (earlier if clearances can be completed). Within 2 weeks after written notice from the Contracting Officer that all clearances have been received or, unless another date is specified by the Contracting Officer in writing, the incumbent shall proceed to Addis Ababa to perform the above services which may be extended upon mutual agreement and subject to satisfactory performance and availability of funds. The salary range for this position has been established in the GS-14 range. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history, but will not exceed the top of the range. In addition, the Mission has a 25% Post Differential allowance. FICA and federal income tax will be withheld by USAID.

G. POSITION ELEMENTS:

- 1) Supervision Received:** Incumbent will report to the Deputy Mission Director, but the incumbent is expected to work independently in carrying out responsibilities.
- 2) Available Guidelines:** Foreign Affairs Manual (FAM), Foreign Affairs Handbook (FAH), Automated Directives System (ADS), Mission Orders and Mission Notices.
- 3) Exercise of Judgment:** Projects assigned to incumbent include a variety of duties and processes requiring extensive exercise of judgment, decision-making, and communications management with minimal direction.
- 4) Authority to Make Commitments:** Yes, for communications-related services procured but

not for obligation of funds.

5) Nature, Level, and Purpose of Contacts: Personal contacts are with U.S. Embassy personnel up to the highest levels, USAID/Washington personnel, partners, implementers, and institutional contractors and senior officials of the Government of Ethiopia.

6) Supervision Exercised: Yes, primarily PSC DOC(S) personnel and related contracts for communications services. In addition, the incumbent will be responsible for managing USAID/Ethiopia information and communications contracts.

H. ADDITIONAL INFORMATION:

ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) contain information or changes pertaining to USAID policy, regulation and procedures concerning acquisition and assistance including Personal Service Contracts. Please refer to the USAID website http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/ to locate relevant AAPDs. Additional Appendix D also applies to PSCs can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits.

1. ALLOWANCES: as applicable.*

Temporary Lodging Allowance (Section 120).

Living quarters allowance (Section 130).

Post Allowance (Section 220).

Supplemental Post Allowance (Section 230).

Separate Maintenance Allowance (Section 260).

Education allowance (Section 270).

Educational Travel (Section 280).

Post differential (Chapter 500).

Payments during Evacuation/authorized Departure (Section 600), and

Danger Pay (Section 650).

2. BENEFITS:

Employee's FICA Contribution

Contribution toward Health & Life Insurance – 72% of Health Insurance Annual

Premium – 50% of Life Insurance Annual Premium (not to exceed \$500)

Pay Comparability Adjustment – Annual across the board salary increase for USG employees and USPSCs

Eligibility for Worker's Compensation

Annual & Sick Leave

Access to Embassy medical facilities, and pouch mail service

Note: If a US citizen, the Contractor's salary will be subject to employee's FICA and Medicare contribution.

FEDERAL TAXES: USPSCs are not exempt from payment of Federal Income Taxes under the foreign earned income exclusion.

3. Contract Information Bulletins (CIBs) Pertaining to PSCs.

97- 16 Class Justification for Use of Other Than Full & Open Completion for Personal Services Contracts with U.S. Citizens Contracted with Locally with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or Less

97-11 (Corrected) 1997 FICA & Medicare Tax Rates for Personal Services Contracts

97-6 Contractual Coverage for Medical Evacuation (MEDEVAC) Services

97-3 New USAID Contractor Employee Physical Examination

96-23 Unauthorized Provision in Personal Services Contract

96-19 U.S. Personal Services Contract (USPSC) – Leave

96-11 PSC's Annual Health Insurance Costs

96-8 Determining a Market Value for PSCs Hired Under Appendix D, Handbook 14

94-9 Sunday Pay for U.S. Personal Services Contracts (PSCs)

93-17 Financial Disclosure Requirements Under a Personal Services Contract (PSC)

List of Required Forms for PSCs: For initial consideration:

1. Standard Form 171

**2. Contractor Employee Biographical Data Sheet (AID 1420-17)

**3. Contractor Physical Examination (AID Form 1420-62).

**4. Questionnaire for Sensitive Positions (for National Security) (SF-86), or

**5. Questionnaire for Non-Sensitive Positions (SF-85).

****6. Finger Print Card (FD-258).**

Note: Form 6 is available from the law enforcement offices or in USAID/Washington.

The list of required PSC forms above can be found at: <http://www.usaid.gov/forms/>

*Department of State Standardized Regulations (DSSR) (Government Civilians Foreign Areas).

****The forms listed 2 thru 6 shall only be completed upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.**

Other Benefits: Additional benefits are available for individuals hired from outside Ethiopia in accord with

the AIDAR, Federal Travel Regulations and Standardized Regulations, e.g., international airfare from place of residence, R&R, international shipment of personal effects, unaccompanied baggage allowance, consumable, POV Shipment, Repatriation Travel, furnished housing and educational allowances for dependent children.

I. APPLICATION PROCESS:

All Applicants must address how they meet the Minimum Qualifications, as described below:

- a. Submit a fully completed and hand-signed copy of an Optional Application for Federal Employment Form (OF-612), cover letter and a current resume/curriculum vita (CV) containing the following information which clearly demonstrates your education, experience, knowledge, skills and abilities as they relate to the evaluation criteria. Forms are available at the USAID website, <http://www.usaid.gov/forms/> or internet <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=ALL> or at Federal offices).

POINTS OF CONTACT: Andrew Posacki and Fekadu Tamirate.

All applications packages are to be submitted electronically to:

Points of Contact
Fekadu Tamirate
HR Specialist
USAID Ethiopia
Email: Ftamirate@usaid.gov

To ensure consideration of applications for the intended position, please cite the solicitation number and position title within the subject line of your email application. The highest ranking applications may be selected for interview. Applications must be received before the closing time and date in item number three of this solicitation. Applications received after that date and/or time may not be considered. Any attachments provided via email shall be Microsoft Word or PDF and should not be zipped. Note that attachments to email must not exceed 3 MB.